

SECTION 104(b)(3) APPLICATION INSTRUCTIONS

Applications must be typed and submitted using the approved application form. Electronic versions (Microsoft Word format) of the application can be downloaded from http://www.in.gov/idem/water/planbr/wsm/104b3_app_page.html. Applications must be submitted electronically (e-mail or disk) AND in signed, hard-copy format. All blank spaces (indicated on the application by gray boxes) must be completed. Do not use a font size smaller than 11 point when completing the application. Do not add or delete any pages or parts of the application form. Please enter N/A for any item that does not apply. Blank or improperly completed spaces will delay processing of your application. Due to the limited time available during the application review process, please check that your application is complete and concise or it may be returned to you for more information.

Each field of the application is numbered and application field numbers correspond to the instructions below:

1. State the name of the project. The name should be brief, and should clearly identify the type of project.
2. State the name of the sponsoring organization. If it is a public agency, include the name of the branch, section, division, or office as appropriate.
3. State the address of the sponsoring organization.
4. Provide the sponsoring organization's taxpayer identification number.
5. Select one of the organizational types listed that best describes the sponsor.
6. State the name, address, affiliation, telephone number, FAX, and email address of the individual who is most familiar with the project proposal and can respond to questions about the project application. Please list only one (1) contact person.
7. Identify the individual who will be responsible for overall project management. This person will be responsible for project coordination and will provide the necessary leadership to ensure success throughout the life of the project.
8. Indicate (month, day, and year) the start and end dates of the project. The target date for beginning projects should be no earlier than December 1 of the funding year for which you are applying. The length of your project may not exceed 24 months unless pre-approved by the IDEM Watershed Management Section staff.
9. Identify the watershed in which the project will take place. Name the river, lake, or other waterbody which will be affected by the proposed project. In addition, provide the 8, 11, or 14 digit hydrologic unit area code. The code can be obtained from your local Soil and Water Conservation District office.
10. List the [National Priorities](#) identifier(s) (1 through 12) which the project will address.
11. Total project costs should match the total in the Budget (#12). Please check your calculations! *Note that the matching services or funds must be **EXACTLY** 5% of the total project cost, not 5% of the grant funds.* Projects are not discouraged from obtaining additional match, but only 5% should be included on the application because this amount will be included and tracked as a contract requirement if the project is selected for funding.
12. Fill out each line item in the budget. For guidance about what expenditures may fit each line item, please refer to the [Contract Budget Guidance](#). If you will not be spending any money for an item, enter "-0-". In the "Description" column, briefly describe the expenses for each line item. For each line item, indicate the amount of match for the grant funds requested. Please indicate whether the match is cash or in-kind; in addition, federal funds can not be used as match. A match of 5% of total project costs is required.

In the spaces provided at the bottom, indicate the names of agencies, groups, and organizations which will be providing match for the project (Sources). A letter of commitment from each participating agency providing match must be attached to your application at the time of submittal. Please note that all payments are made in arrears.

13. Describe the water quality problem in detail. Note specific examples of existing and/or historical conditions that have resulted in water quality degradation. Also note any existing baseline analytical data. Be concise.

14. Describe what the project is going to do to address the water quality problems identified in #13. State concrete, measurable goals and targets to be achieved for the watershed or waterbody. State the roles and responsibilities of all organizations or agencies involved in the project. Include what your organization plans to do to continue the project after the grant has expired. This is an extremely important part of the application! Be sure to clearly answer the questions, "What are you going to do?" "How will you spend the money?" "Who will do the work?" "What are the goals of the project?" Be thorough, yet CONCISE!

15. Each project should include some way to monitor the progress and success of its efforts. The evaluation should be tailored to the size, scope, and specific objectives of each project. Possible approaches to use in evaluating projects may include the following:

- A. Water quality monitoring;
- B. Aquatic habitat assessment;
- C. Tracking of land use and land management, and surveys;
- D. Computer model projections;
- E. Photographic evidence;
- F. Before/after surveys in public awareness and education efforts; and
- G. Other evaluation methods.

Please note that A. and B. of the above monitoring activities will require submittal of a Quality Assurance Project Plan (QAPP) at the beginning of the project. Data collection must not begin until this QAPP has been approved. Please contact the Watershed Management Section staff to receive a copy of the [QAPP Guidelines](#).

16. Describe how interested and affected individuals have been involved in the design of the project. Document how the public has been and will be involved in implementation of the project. For watershed and other appropriate projects, an advisory group or steering committee should be formed to review progress and provide local direction and assistance. Describe the educational activities to be conducted during the project. Also include the schedule of education/outreach activities. Describe plans for communicating lessons learned to other areas of the community, watershed, county, or state. Be sure to state the quantity of newsletters, workshops, or other outreach events and techniques that will be implemented. Attach **letters of support from all partners** listed or referred to in the application.

17. List the products to be produced as a result of the project. The products should be quantified as much as possible and should be easily identified and realistic. Projects must result in water quality improvement. Those projects that result in continued water quality benefits after the life of the project are most desirable. A Quality Assurance Project Plan (QAPP) is a required product for projects conducting water quality sampling. Be sure to include quarterly and final reports as products; they are required of all projects.

18. Identify the project location. When submitting the signed, 'hard-copy' application, indicate the area (on the State map) which will be impacted by your project in a manner that can be photocopied. If your project

is Statewide, please write STATEWIDE across the map. Attach a detailed map of the local project area to the application.

19. Please complete the one page schedule, filling in the dates and project activities for each quarter. Remember to schedule seasonal activities accordingly.

20. An authorized representative of the sponsoring organization must sign and date the original application and include his/her telephone number.

Submit one (1) signed, original hard copy of the application AND submit one (1) electronic copy (via e-mail or disk) of the completed application.

The signed, original hard copy of the application **AND** the electronic copy must be received or post-marked by January 31, 2002. Applications received or postmarked after January 31, 2002 will not reviewed.

If you have questions or need more information about the program, contact:

Bonny Elifritz (317) 234-0922; belifrit@dem.state.in.us

Jill Reinhart (317) 233-8803; jreinhar@dem.state.in.us

Doug Campbell (317) 233-8491; dcampbel@dem.state.in.us

E-mail a copy of the completed application to:

Bonny Elifritz (317) 234-0922; belifrit@dem.state.in.us

Also, mail an original, signed and completed application to:

Bonny Elifritz
Watershed Management Section
Indiana Department of Environmental Management
P. O. Box 6015, Room 1255
Indianapolis IN 46206-6015

Attachment A

Proposal Review/ Selection Timeline FFY 2002

Action	Date
Proposals due to Indiana Department of Environmental Management (IDEM).....	January 31, 2002
IDEM submits draft proposals to USEPA, Region 5 for review and comment.....	March 1, 2002
USEPA provides comments to IDEM on draft proposals.....	May 15, 2002
IDEM submits final proposals with grant application to USEPA.....	July 1, 2002
USEPA approves grant application (including proposals) and awards grant to IDEM*.....	October 1, 2002
IDEM informs applicants of grant awards and begins drafting contracts.....	This process takes ~4 months
Contracts are executed (fully signed) and project work can begin.....	On or after December 1, 2002

* Please note that this is dependent upon Congress passing the budget on time, and that this date often moves to November or December.